

Dear Friend,

The San Bernardino County Museum Association is proud to present the Wildlife Art Festival—its 25th anniversary! Held from November 15–18, it is our chance to celebrate fine arts and the conservation of our environment. All proceeds from this event help support the museum's public learning programs and operations. We need your help!

We invite you to join the festival as one of our treasured volunteers. The success of the Wildlife Art Festival is based upon community involvement: the visitors who come to the festival and the volunteers and sponsors who help make the event possible through their contributions.

When you volunteer for a four hour shift, you will receive a commemorative Wildlife Art Festival T-shirt with this year's featured print by artist Lee Kromschroeder as a token of our thanks. And all volunteers who work eight hours or more will also receive two complimentary admission tickets to the museum and a raffle entry ticket.

We will host a Volunteer Party and Training for all festival volunteers on Thursday, November 8 at 6:30 pm. Volunteers are invited to an exclusive after-hours tour. Food, refreshments, and prizes will be provided. Please plan to join us.

Return your volunteer form as soon as possible or by October 29, 2007. Include your day and evening phone numbers and your E-mail address (if available). The Museum Association will not share your contact information with any other agency.

To volunteer right now, please call Angie Reyes (909) 307-2669 ext. 250 or E-mail Angie at msanchez@sbcm.sbcounty.gov

We look forward to working with you and making this event our most successful ever!

Misa Che, A Tera Sinney volunteer co-chairs

Wildlife art festival the 25th anniversary



Volunteer Information

San Bernardino County
Museum Association
2024 Orange Tree Lane • Redlands, CA 92374
909-307-2669 • www.sbcountymuseum.org

The Wildlife Art Festival
November 15, 16, 17 & 18, 2007

Please fill out this form and mail (2024 Orange Tree Lane, Redlands CA 92374) or fax (909-307-0689), or call (909 307-2669 ext. 250) or e-mail (msanchez@sbcm.sbcounty.gov) with this information.

Name _____

Address _____

City/State/Zip _____

Day phone _____ Evening phone _____ E-mail _____

T-shirt size (our thank-you for volunteering 4 hours or more): ☐ Small ☐ Medium ☐ Large ☐ XL ☐ XXL

☐ I will attend the volunteer orientation on Thursday, November 8 at the museum 6:30 p.m. ☐ I can volunteer two or more hours as indicated below

Thursday, Nov. 15 (setup, dinner, and auction)

POSITION	HOURS	TIMES YOU ARE AVAILABLE
Artist Key Grip	7am-3pm	_____
Cashier	5pm-10:30pm	_____
Clean-up	9pm-midnight	_____
Ushers, dinner & auction assistant	5pm-9pm	_____
Greeter/Information	5pm-10:30pm	_____

Friday, Nov. 16 (Festival & Friends of the Flock)

POSITION	HOURS	TIMES YOU ARE AVAILABLE
Artist Assistant	9am-9pm	_____
Cashier	9am-10pm	_____
Clean-up	9pm-10pm	_____
Greeter/Information	9am-10pm	_____
Raffle Ticket Promoter	9am-9pm	_____
Receipt Checker	9am-10pm	_____
Runner	9am-5pm	_____
Visitor Surveys	11am-4pm	_____
Volunteer Check-in	9am-7pm	_____

Saturday, Nov. 17 (Festival)

POSITION	HOURS	TIMES YOU ARE AVAILABLE
Artist Assistant	9am-5pm	_____
Cashier	9am-5pm	_____
Children's Art	noon-3pm	_____
Greeter/Information	9am-5pm	_____
Raffle Ticket Promoter	9am-9pm	_____
Receipt Checker	9am-5pm	_____
Runner	9am-5pm	_____
Visitor Surveys	10am-4pm	_____
Volunteer Check-in	9am-4pm	_____

Sunday, Nov. 18 (Festival)

POSITION	HOURS	TIMES YOU ARE AVAILABLE
Artist Assistant	9am-4pm	_____
Artist Key Grip	4pm-6pm	_____
Cashier	9am-4pm	_____
Greeter/Information	9am-4pm	_____
Raffle Ticket Promoter	9am-4pm	_____
Receipt Checker	9am-4pm	_____
Runner	9am-4pm	_____
Visitor Surveys	10am-3pm	_____
Volunteer Check-in	9am-3pm	_____

Volunteer position descriptions

Artist Key-Grip (Thursday & Sunday)

Assist artists with the set-up and removal of their display panels and art work. Heavy lifting involved.

Artist Assistant (Friday, Saturday & Sunday)

Assist with art sales, attend artist booths, and relieve artists for breaks.

Cashier (Thursday, Friday, Saturday & Sunday)

Assist guests and handle sales transactions. Must have basic knowledge of cash register and credit card machine (will train).

Children's Art Competition (Saturday)

Assist with refreshments, setup, and general support for contestants and their families during the event.

Clean Up Crew (Thursday & Friday evenings)

Assist staff in clean-up duties after "Evening with the Artists" and "Friends of the Flock" events.

Dinner & Auction Assistant (Thursday evening)

Assist with registration and Auction. Must dress in evening attire. Dinner is not included for volunteer.

Greeters, Information, Membership Service

(Thursday, Friday, Saturday, & Sunday)

Greet visitors as they enter the museum. Promote membership, answer questions, and provide information about the festival.

Raffle Ticket Promoter (Friday, Saturday & Sunday)

Sell raffle tickets for an opportunity to win Wildlife Art Festival prints.

Receipt Checker (Friday, Saturday & Sunday)

Check sales receipts and merchandise as customers exit the galleries.

Runner (Friday, Saturday & Sunday)

Miscellaneous duties include troubleshooting, handling artist requests, and filling in when needed at any station. The volunteer coordinator relies heavily on this important position.

Visitor Surveys (Friday, Saturday & Sunday)

Ask visitors to complete surveys and entries for a free drawing for Wildlife Art Festival prints

Volunteer Check-in (Thursday, Friday, Saturday & Sunday)

Help check in festival volunteers and distribute volunteer badges and T-shirts.